



# STAR Facebook User Guide

## Welcome to the STAR Facebook Page!

The STAR Facebook Page was developed to provide the STAR community (and others who are interested in adult evidence based reading instruction) with an online collaborative community of peers.

Below are instructions for using and accessing the STAR Facebook page.

If you are new to Facebook, start with Step One to learn how to set up your own Facebook account and use it to access the **STAR** page. **If you already have a Facebook Profile, skip to Step III to learn how to adjust your privacy settings.**

### Step I: Creating a Facebook Account

To get started, go to [www.facebook.com](http://www.facebook.com) and sign up for a **free** account. Once at the Facebook Web site, fill out the following fields listed under *Sign Up*:

- First name
- Last name
- Email address
- Password (You'll create this)
- Gender
- Date of birth

When you have finished, click the green *Sign Up* button.

**Note:** A security page may appear at this time. Type the security word displayed in the box provided and click the green *Sign Up* button below.

An email will be sent to the account you provided requesting confirmation. Open the email, click the green *Complete Sign-up Button*, and follow the instructions.

Once you've created an account, you can build your personal profile by clicking on the *Info* tab in the left-hand column. In the same area, you can also click on other tabs to upload photos, write notes and more.

### STEP II: Setting up a Personal Profile

When you sign up for Facebook, you can customize your profile to reflect your personality by displaying your interests, passions, and talents. You also can post and share photos, videos, notes, and links to your favorite sites or blogs.

#### Getting Started

Facebook will offer you assistance finding your contacts or "friends" by syncing with an email service. You may either select the email service listed that applies to you, or skip this section by clicking on the words *skip this step* in the bottom right corner.

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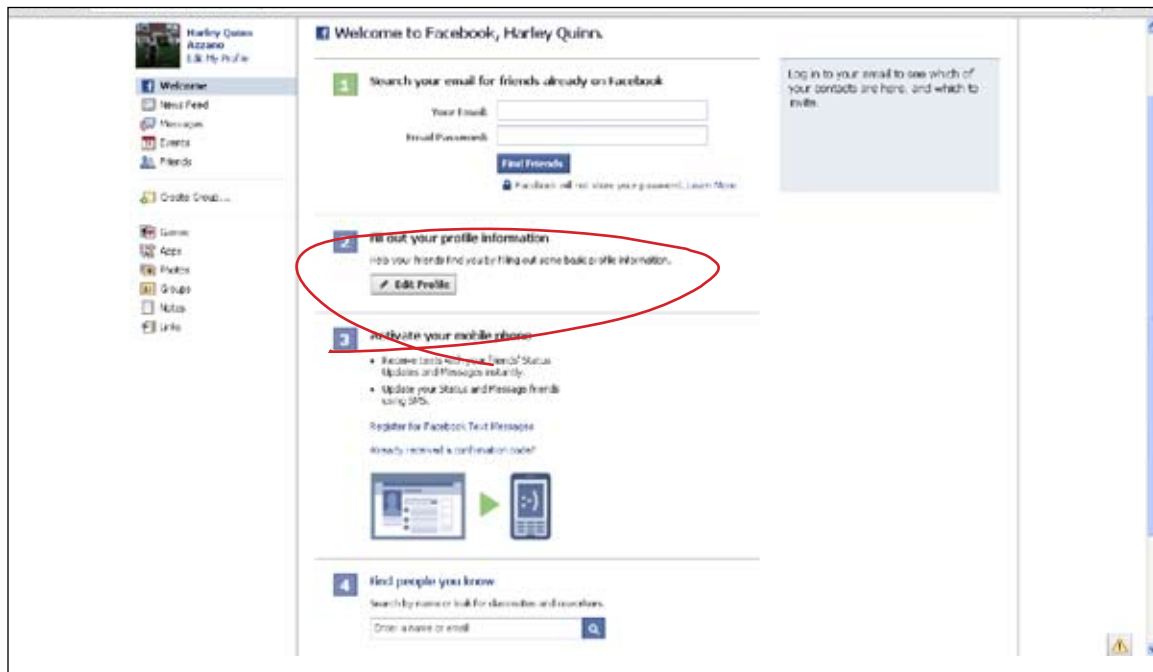
A new page will appear with form fields for you to fill out. This information will be part of Facebook Profile. Complete the fields and click the Save and Continue button to move forward with your profile.

## Selecting a Profile Picture

Next you will be asked to upload a profile picture. When choosing which photo you would like to upload, keep in mind that others will see this picture. **Click either the *Upload a picture from file* or *Take a picture with a web cam*, if you have one. Follow the instructions and save your changes.**

## Filling out a Profile

To fill out your profile click on the *Edit Profile* button in the left column or under “Fill out your profile information.”

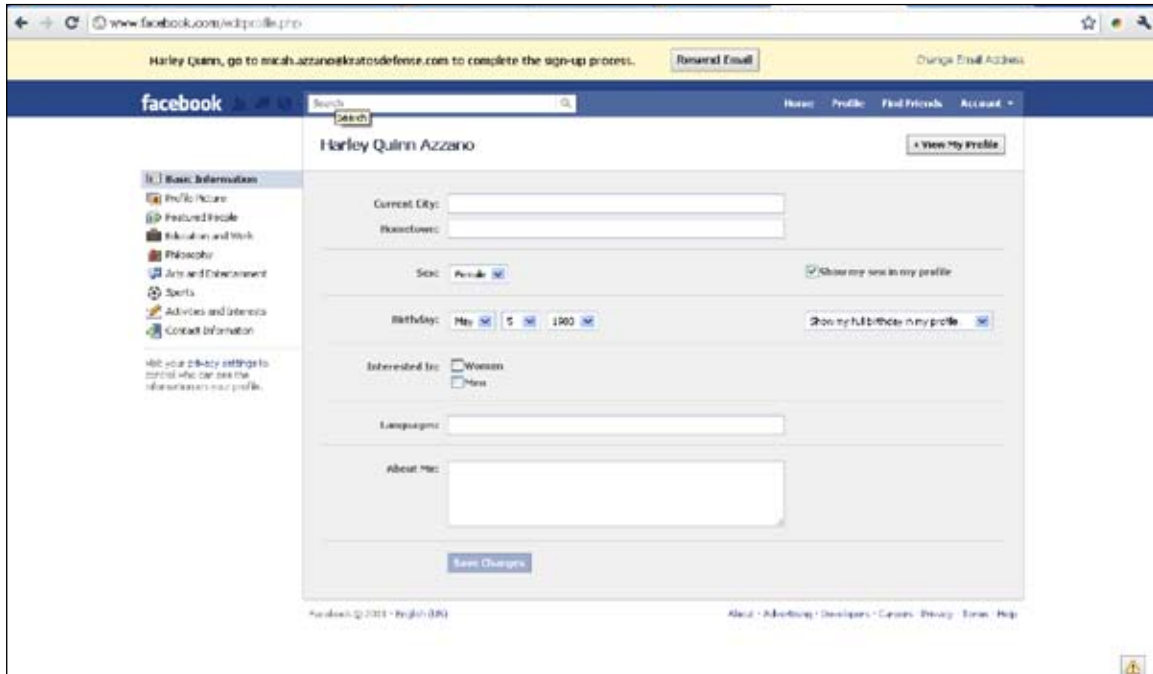


This will take you to the page where you will fill out additional profile information. There are multiple sections here displayed in the left hand column, including:

- Basic Information,
- Profile Picture (which you already completed),
- Featured People,
- Education and Work,
- Philosophy,
- Arts and Entertainment,
- Sports,
- Activities and Interests, and
- Contact Information.

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A screenshot of the Facebook profile editing page for a user named Harley Quinn Azzano. The page is titled "Harley Quinn Azzano" and has a "View My Profile" button. The left sidebar shows navigation options: Basic Information, Profile Picture, Featured People, Education and Work, Philosophy, Arts and Entertainment, Sports, Activities and Interests, and Contact Information. The main content area contains several form fields: "Current City" and "Home town" (text boxes), "Sex" (a dropdown menu set to "Female"), "Birthday" (a date selector set to "May 5 1980"), "Interested In" (checkboxes for "Women" and "Men"), "Languages" (a text box), and "About Me" (a large text area). There are also checkboxes for "Allow my sex to see in my profile" and "Show my full birthday in my profile". A "Save Changes" button is at the bottom of the form. The footer of the page includes "Facebook © 2011 - Right (88)" and "About · Advertising · Developers · Careers · Privacy · Terms · Help".

Fill out the fields provided in each section as much or as little as you like.

## Step III: Set Your Privacy Settings

Facebook allows you to adjust your privacy settings to control who sees your content. While the premise of social media is to connect with others and share information, you may not want to share everything with everyone. Below are suggestions and information on adjusting your Facebook privacy settings.

### Privacy Settings for Your Account

At the top of your profile click on *Account* and select *Privacy Settings*. Once redirected, this page lets you control who can find you on Facebook through search, who can send you messages or friend requests, and even if they can see what town you live in.

If you would like to change the recommended settings for additional privacy click *Customize Settings*. You can choose to let the following groups see your information: everyone, friends only, friends of friends, or friends and other members of your network. The *Friends Only* setting is the most secure but allows only the smallest group to interact with you, find you, or request to be your friend.

Click the drop down menus to select the level of privacy you are comfortable with.

- **Privacy Settings for *Things I share***

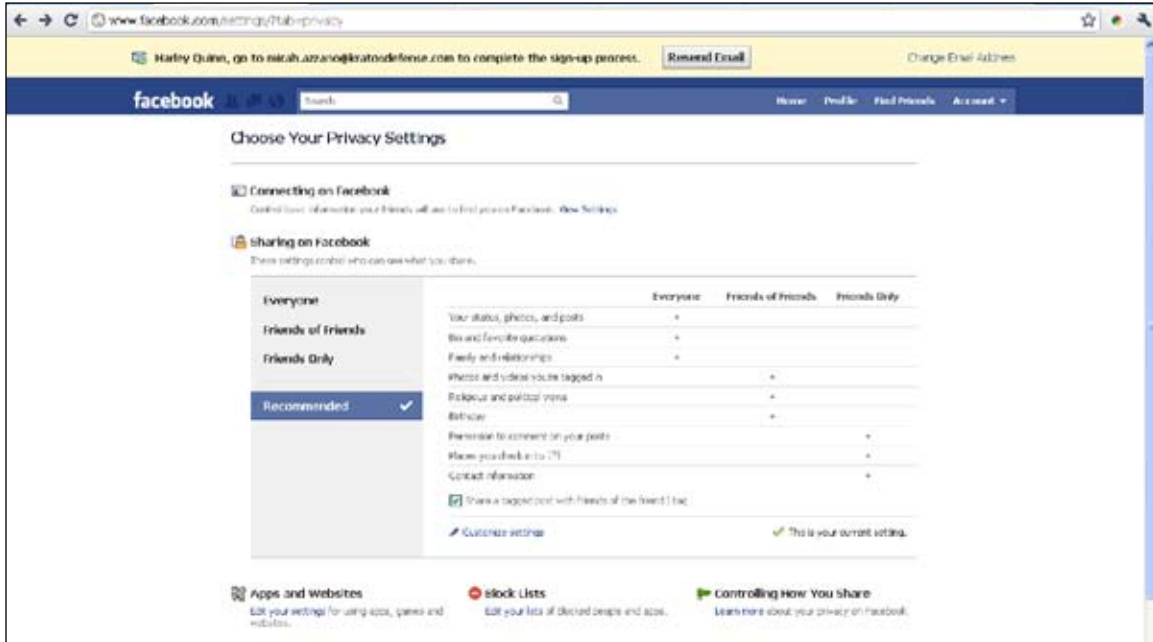
Limits who sees your status updates and photos, your biographical and contact information, even pictures you've been tagged in by others. And it limits who can comment on all of the above.

- **Privacy Settings for *Things others share***

Limits who can post on your wall, "tag" you in Photos, comment on your content, can see your wall posts, etc.

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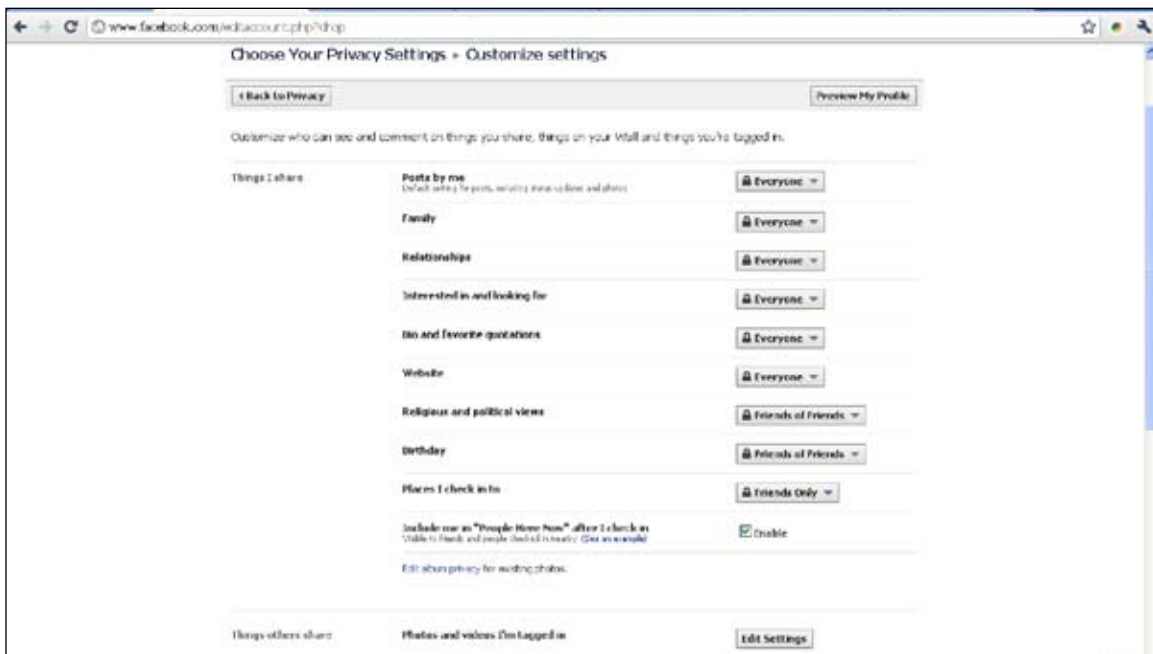


- **Privacy Settings for *Contact Information***

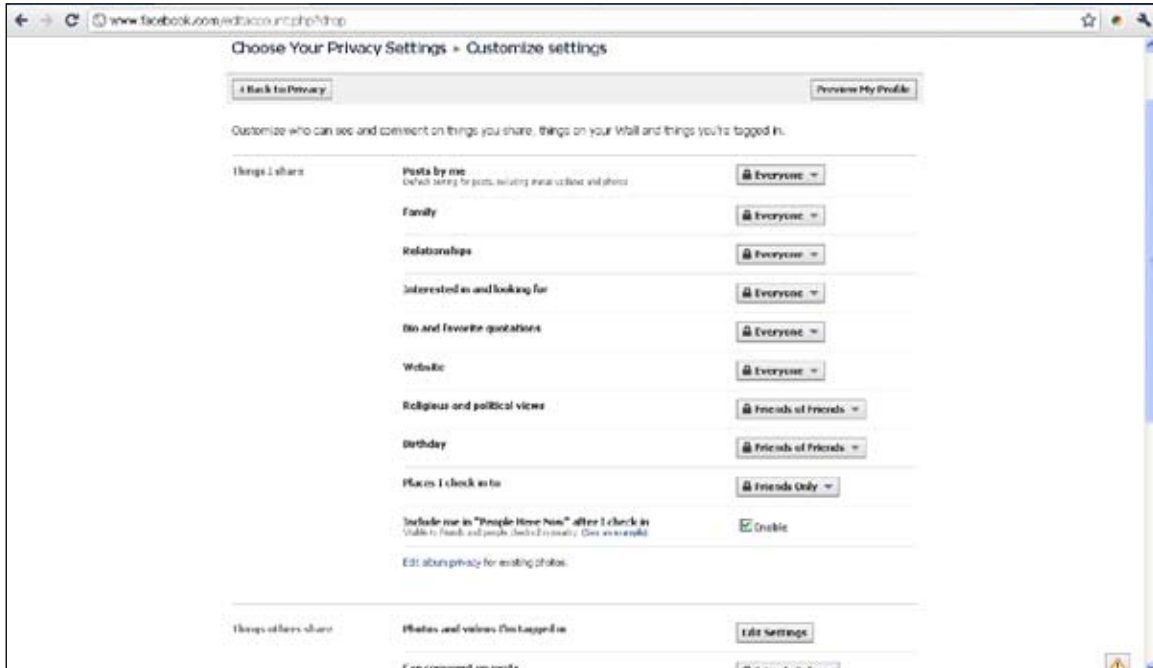
Chances are slim that anyone outside your circle needs your phone numbers, street address, IM name, or e-mail—close friends would already have that information. Make sure all of the above are set to *Friends Only*, or at most, *Friends of Friends*, unless you want to allow contact by anyone and everyone.

- **Privacy Settings for *Location***

Places allows Facebook users to specify where they are when updating their status. However, they can also tag you as being with them—even if you're not. Under *Things Others Share* you can edit the "Friends can check me into Places" setting. You can also specify whether others can post on your Facebook wall or tag you in videos and photos. **The less your "friends" can do, the less exposed you are to non-friends.**



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- **Create Block Lists**

Go into your Privacy Settings, from the Account Drop Down and select *Block Lists* at the bottom. Here you can block individual users by name or e-mail, block invites to applications from certain users, and invites to events from certain users.

- **Block use of Pictures in Advertisements for Facebook**

In the past, controversies occurred when people found their pictures from Facebook were showing up as part of advertisements on the service. You can make sure this doesn't happen with either third-party applications or ads on Facebook. Go to *Account Settings* and click the *Facebook Ads* tab. For both choices, choose "No One" from the drop-down menu. Then click *Save Changes* for each selection.

## Step IV: Connect with STAR and Friends

Once you've set up your profile, you'll want to start connecting with friends and sharing information including links, events and photos. Find friends using Facebook's FriendFinder on the right hand column. You may also use the search tool at the top of the page to find friends based on school, employer, industry, hometown, and more.

- **Connecting with STAR**

While you are logged in to Facebook, type **STARcommunity** into the search box at the top of the page. Select the option that has the current STAR Logo as seen on right. This will redirect you to you to the STAR Facebook Page. **Once you have reached the STARcommunity page click the "Like" button at the top of the page**, which will allow STAR posts to be included in your news feeds, keeping you updated and informed on industry trends.



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## Important Facebook Features:

Congratulations, your profile is ready to go! Now it is time to engage and interact with the hundreds of contacts and networks you are now able to access. Below are some of the most common Facebook features and how to use them.



- **News Feed**

When you sign into Facebook, the first thing you'll encounter is the *NewsFeed*, a social media “ticker-tape” that documents you and your friends’ activities on Facebook. You can read about what your friends are doing, comment on the activity or show your approval by “liking” your friend’s activity. The *NewsFeed* also gives you the option of seeing the “top news” from your friends, or their “most recent” activity.

- **Status Update**

One of Facebook’s most useful features is the status update. At the top of your Facebook profile you can click the status button and type a few words or a few sentences about how you feel or what you’re thinking at a particular moment. You can also attach photos, links and videos to your status updates.

- **Wall**

The Facebook wall is the area on your profile that provides a space for your friends to post messages to you and keeps a record of your recent status updates and activities.

- **Inbox**

Similar to your email inbox, The Facebook inbox allows you to send and receive messages that require more privacy than you’d get from a wall post. Inbox messages can only be seen by the sender and the recipient. You can access the inbox by clicking on the Messages tab on the left-hand column.

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- **“Like” this Page**

In addition to connecting with friends, you can also connect with companies, organizations, musicians, politicians, etc. by “liking” their profile pages to show support and interact with others who share your interests and views. You can also invite your friends to “like” pages.

- **Instant Messaging**

Facebook also has its own built-in instant messaging system that allows you to have immediate and private real-time conversations with your friends. Simply click on the Chat button in the lower right-hand corner to access the chat function and see what friends are on Facebook at that particular moment. A full green circle beside a friend’s name indicates that they are online and ready to chat. A crescent moon shape indicates they are online, but inactive or idle.

**Note:** Additional Facebook features and application information can be found by visiting the [Facebook Help Center](#).